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**Reporting Exception Time - Full-Time Employees**

Click on the “Report Time” tile



1. Use the **Timesheet** page to report exception hours and time reporting codes for the current time period.
	1. Before you enter time, you can check the balances for Sick, Personal, Vacation, Comp and other leave plans in which you are enrolled. Click on the Leave/Compensatory tab.



1. **For example, if on Tuesday, you were out sick** (assume 8 hour/day work schedule). Enter “8” into the Tuesday field.
2. Click the **Time Reporting Code** dropdown list.
3. Scroll to **SIC - Sick Time** code.



1. If you don’t have any other exceptions to report, click the **Submit** button.
2. Click the **OK** button.

**REMINDER: If you used 4 hours sick time, for example, be sure to also record 4 hours REG (regular time) to make the day whole. Total hours must equal your scheduled work day.**